



GENERAL INFORMATION

Processing Hours: DMV technical staff is available to help with any on-line system problems Monday through Friday 8 a.m. to 5 p.m., however processing can take place outside of this time frame. Some planned outages may occasionally occur. These outages will be communicated with sufficient lead-time to allow for any necessary contingency plans. DMV technical support staff can be reached at (800) 362-3050.

Web Access Management System (WAMS): For logon ID and password questions contact the WAMS Internet site at <https://on.wisconsin.gov/>

Agent Partnership Unit (APU): For questions related to the completion of electronic registration renewal applications, contact DMV's Agent Partnership Unit at (608) 266-3566 between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday. You can also e-mail your questions to DOTDealseMV11@dot.state.wi.us

Customer Service Unit (CSU): For questions regarding the sign-on process or user roles call DMV's Customer Service Unit at (608) 266-1425. Phones are answered between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday. You can also e-mail your questions to dealers.dmv@dot.state.wi.us

e-MV Fleet Home Page: For general information about e-MV Fleet including the sign-up process and frequently asked questions, visit the e-MV Fleet Home Page at <http://www.dot.wisconsin.gov/business/dealers/fleet/index.htm>

INITIAL SETUP

Signing up for e-MV Fleet

Interested parties must register for a Web Access Management System (WAMS) account at the [State of Wisconsin self-registration site](#).

Set up a user ID for each person who will need access. Please note that obtaining a user ID is a two-step process and you must complete BOTH steps within 4 days of requesting the account or you will need to begin the self-registration process over again.

Once you have been verified with a WAMS account, complete the e-MV Fleet application: <http://wisconsindot.gov/Documents/dmv/shared/fleet.pdf>

For questions regarding the sign-on process or user roles, call DMV's Customer Service Unit at (608) 266-1425. Phones are answered between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday. You can also e-mail your questions to dealers.dmv@dot.state.wi.us

Internet Address for e-MV Fleet Agent

Access the e-MV Fleet Agent processing site at <https://trust.dot.state.wi.us/emv/emvagentservlet>


Bank Account Information

Upon accessing the e-MV Fleet application, your electronic fund transfer information must be entered by performing the steps below before completing any fleet maintenance or renewal transactions. Refer to the User Manual Section 5 for step-by-step instructions.

- Select Bank Account Information from the Main Menu choices.
- Select Add from Bank Account screen.

Enter Bank Name, Routing Number, and Account Number. Select Add Bank Account

Adobe Reader:

-  You will need the Adobe Reader (provided free of charge) to view PDF files. For more information about getting your free copy of the Adobe Reader, visit WisDOT's Software information page at: <http://wisconsindot.gov/Pages/global-footer/software.aspx>

Adobe Reader Settings:

Each computer that will be using e-MV11 will need to have the Adobe Reader settings adjusted prior to processing. When you click a PDF link on a web page, it can open either within the web browser or directly in Acrobat or Reader. Each browser has its own settings to control how PDFs open.

To change the display behavior, follow the instructions for your browser at: <http://helpx.adobe.com/acrobat/using/display-pdf-browser-acrobat-xi.html>

GETTING STARTED

WISCONSIN DEPARTMENT OF TRANSPORTATION
Doing Business

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:

Password:

Login

[Register for a Wisconsin User ID.](#)
[Edit your Profile.](#)
[Change your password.](#)
[Forgot your password.](#)

Getting Started: Enter your WAMS user ID and password. Use the underlined links highlighted in blue for help. For additional questions, contact the WAMS Internet site at <https://on.wisconsin.gov/>

PRIVACY DISCLAIMER

WISCONSIN DEPARTMENT OF TRANSPORTATION
Doing Business

System processing on behalf of F

This system is for authorized users only; system access is monitored. Access to and use of information from this system is exclusively limited to work defined in the contract with DMV.

Personal inquiries for one's self, friends, family, coworkers, etc., or for marketing purposes are prohibited.

Inappropriate use of DMV information obtained from this system may result in civil penalties and/or criminal prosecution as noted in the federal Drivers Privacy Protection Act and applicable state and federal laws. By using this system you expressly consent to understanding your responsibility to protect the confidentiality of all personal information obtained through this system.

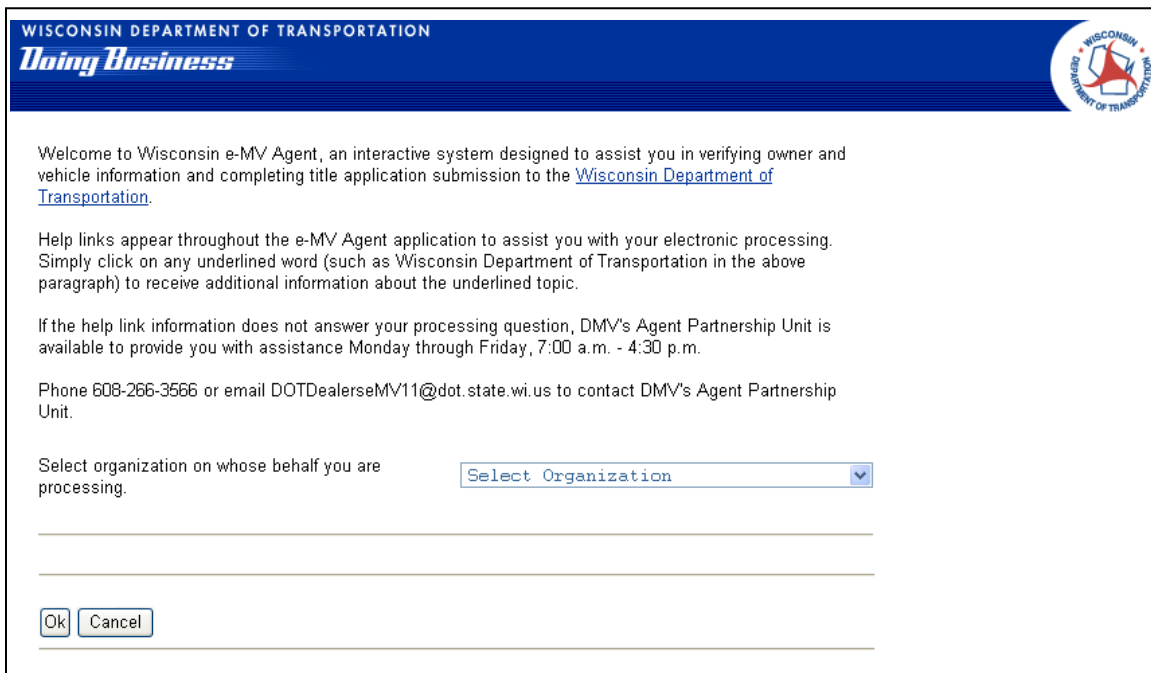
Accept Cancel

Select **Accept** to continue.

Processing Tip: DO NOT use the Internet browser arrows (Back and Forward) to navigate. To move from page to page in e-MV Fleet, use the controls at the bottom or top of each page.

The e-MV Fleet processing system will time out after 20 minutes of non activity.

WELCOME PAGE



The screenshot shows the 'WELCOME PAGE' of the Wisconsin e-MV Agent system. At the top is a blue header with the text 'WISCONSIN DEPARTMENT OF TRANSPORTATION' and 'Doing Business' in a stylized font. To the right of the header is the Wisconsin Department of Transportation logo. Below the header, the main content area contains the following text:

Welcome to Wisconsin e-MV Agent, an interactive system designed to assist you in verifying owner and vehicle information and completing title application submission to the [Wisconsin Department of Transportation](#).

Help links appear throughout the e-MV Agent application to assist you with your electronic processing. Simply click on any underlined word (such as Wisconsin Department of Transportation in the above paragraph) to receive additional information about the underlined topic.

If the help link information does not answer your processing question, DMV's Agent Partnership Unit is available to provide you with assistance Monday through Friday, 7:00 a.m. - 4:30 p.m.

Phone 608-266-3566 or email DOTDealseMV11@dot.state.wi.us to contact DMV's Agent Partnership Unit.

Below this text is a form with the label 'Select organization on whose behalf you are processing.' followed by a dropdown menu with the text 'Select Organization' and a downward arrow. There are two horizontal lines for additional input below the dropdown. At the bottom of the form are two buttons: 'Ok' and 'Cancel'.

If prompted, select the organization on whose behalf you are processing.

Select **OK** to continue.

MAIN MENU SCREEN

The screenshot shows the 'Main Menu' screen of the ACPT system. At the top, there is a blue header bar with the text 'WISCONSIN DEPARTMENT OF TRANSPORTATION' on the left, 'Doing Business' in a stylized font in the center, and 'ACPT' on the right. A 'Logoff' link is visible on the far left of the header. On the far right of the header is the Wisconsin Department of Transportation logo. Below the header, the title 'Main Menu' is displayed. A horizontal line separates the title from the main content area. The main content area contains the text 'dotdmr processing on behalf of TEST EMV FLEET - F049'. Below this, a paragraph explains the system's purpose: 'This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.' There are four radio buttons listed: 'Create Fleet' (selected), 'Maintain Fleet', 'Forms and reports', and 'Bank account information'. Below the radio buttons, a 'Navigation tip' is provided: 'To move from page to page in e-MV Agent, be sure to use the controls at the top or bottom of each page. Don't use the "Back" or "Forward" buttons on your browser.' A 'Note' follows: 'This tool requires a Java-enabled browser, such as Netscape Navigator v 6.0 and above, or Microsoft Internet Explorer v 5.0 and above.' At the bottom of the main content area, there is a 'Next' button.

WISCONSIN DEPARTMENT OF TRANSPORTATION
Doing Business ACPT
Logoff

Main Menu

dotdmr processing on behalf of TEST EMV FLEET - F049

This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.

☒ Create Fleet
☐ Maintain Fleet
☐ Forms and reports
☐ Bank account information

Navigation tip: To move from page to page in e-MV Agent, be sure to use the controls at the top or bottom of each page. **Don't use the "Back" or "Forward" buttons on your browser.**
Note: This tool requires a Java-enabled browser, such as Netscape Navigator v 6.0 and above, or Microsoft Internet Explorer v 5.0 and above.

Next

Menu Options

1. **Create Fleet:** Select to enter the fleet name, customer contact name, contact number and email address. Multiple fleets can be created.
2. **Maintain Fleet:** Select to perform various tasks related to your fleet.
 - a. Add/Remove vehicles from fleet
 - b. Update fleet information, unit number, vehicle kept in
 - c. View vehicles in fleet
 - d. Remove fleet
 - e. Renew fleet registration
 - f. Reprint Certificate of Registrations for renewals already processed
3. **Forms and reports:**
 - a. View report of completed applications
 - b. Order replacement stickers
 - c. Access the DMV general forms page
 - d. Access the e-MV Fleet homepage
 - e. Access the e-MV Fleet application form
 - f. Access the e-MV Fleet user manual
4. **Bank account information:** Remove, add, or make primary, an account.